



CITY OF ATLANTA

Job Announcement

BENEFITS CONSULTANT, SENIOR

STARTING SALARY RANGE: \$44,914 - \$61,213

SALARY GRADE: 23

Applications Accepted From: August 1, 2005 until August 12, 2005

Minimum Requirements

Bachelor's degree in accounting or business/public administration required; four years of experience in benefits and/or pension administration, including one year of lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

Duties of the Job

This employee coordinates benefits open enrollment sessions and new-hire orientations and assists with the administration of employee benefits processes for city employees and retirees. Duties include supervising and training staff; preparing analytical and statistical reports; assisting with contracting of insurance vendors; conducting vendor meetings and plan performance review sessions; acting as employee benefits liaison for contracted insurance vendors; coordinating the production of annual benefits decision guides for employees and retirees; reviewing and editing benefits documents for open enrollment, new-hire orientation, and other information-dissemination events; responding to questions, complaints, and requests for information; resolving complex customer-service issues; and performing other duties as assigned.

To Apply For This Position

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2107 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.
